

Rent & Service Charge Notification Table Guidance

DETAILS	CHARGE This is the total charge	HB ELIGIBLE These are charges are eligible for HB	NON HB ELIGIBLE Charges that have to be met by you.
Rent Charge			
Core Rent – Rental Element of the charges			
Administration Charge – Any administration fees			
Council Tax – some properties have Council tax charges incorporated.			
a) Total Rent Charge All elements added together	£ 0.00	£ 0.00	£ 0.00

Communal Service Charges			
Furnishings (e.g. furniture, white goods, etc) - This covers any Advance furniture provided at your property which is part of your tenancy.			
Servicing and Repair of White Goods (e.g. laundry) - This covers the cost of the annual PAT testing of electrical goods and any repairs.			
Communal Utilities (gas & electricity) - If you have communal areas, this covers the energy costs of this space.			
Communal Water - If you have communal areas this covers the water charges applicable to this space.			
Communal Facilities (inc. Legionella testing, decoration & environmental) - Costs associated with managing communal spaces.			
Adapted Equipment (communal) - Specialist equipment charges.			
Cleaning (communal areas) - This supports cleaning of shared spaces where appropriate.			
Garden Maintenance - This support the gardening of shared spaces where appropriate.			
Fire Equipment Servicing & Fire Safety - Covers the Fire Safety Equipment			

Communal Telephone Line Rental - <i>If you have communal areas, this covers telephone line rental where appropriate.</i>			
Digital Aerial Equipment - <i>The cost of providing and maintaining a digital aerial</i>			
Lift/CCTV/Door Entry - <i>If there is a Lift, CCTV and door entry in place then this covers the cost of these services.</i>			
Enhanced Housing Management - <i>Housing services that are provided in addition to the regular rental housing management that is covered by the rent.</i>			
Headlease - Landlord Services - <i>If you live in a building that has a head lease (often in flats) these costs are charged by the head landlord.</i>			
Sleep-in Room - <i>Costs related to a Sleep-in room.</i>			
b) Total Communal Service Charge	£ 0.00	£ 0.00	£ 0.00

Personal Service Charge – These charges all relate to non HB supported charges			
Water Rates			
Private Utilities (gas & electricity)			
Adapted Equipment (personal)			
TV Licence			
c) Total Personal Service Charge	£ 0.00	£ 0.00	£ 0.00

Total Payment Due calculation of all charges (a+b+c)			
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